

**PAYROLL TIME SCHEDULE FOR ON-LINE AGENCIES  
JULY THROUGH SEPTEMBER 2001**

**OFFICE OF THE STATE CONTROLLER - PAYROLL SECTION**

1410 Mail Service Center, Raleigh, North Carolina 27699-1410 Courier Number 56-50-10  
Main Phone Number (919)981-5540 Fax (919)981-5570

**PAYROLL IS CONSIDERED AN ESSENTIAL FUNCTION**

|   |                                      |
|---|--------------------------------------|
| Administration, Dept. of - 002              | Insurance, Dept. of - 029            |
| Admin. Hearings, Office of - 038            | Judicial, Dept. of - 037             |
| Agriculture, Dept. of - 003                 | Justice, Dept. of - 007              |
| Auditor, Dept. of the State - 008           | Juvenile Justice, Dept of - 027      |
| Budget, Office of State - 023               | Labor, Dept. of - 032                |
| Commerce, Dept. of - 019                    | NC A&T State University - 088        |
| Commerce-SIPS, Dept. of - 012               | NC Central University - 087          |
| Correction, Dept. of - 033                  | NC School of Arts - 062              |
| Community Colleges - 017                    | NC School of Science & Math - 063    |
| Crime Control & Public Safety - 001         | Revenue, Dept. Of - 046              |
| Cultural Res., Dept. of - 005               | Secretary of State - 048             |
| Education, Dept. of Public - 018            | State Controller, Office of - 004    |
| Elizabeth City State University - 085       | Treasurer, Dept. of State - 052      |
| Employment Security Comm. - 020             | UNC at Asheville - 060               |
| Environment, Health & Nat. Res. - 014       | UNC at Pembroke - 089                |
| Fayetteville State University - 086         | Western Carolina University - 092    |
| Governor's Office - 024                     | Wildlife Res. Comm. - 056            |
| Governor's Office - State Planning - 025    | Winston-Salem State University - 094 |
| Health and Human Services - All Departments |                                      |

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|   |       |       |        |
|---|-------|-------|--------|
| End-of-Month C & R's  | JUL 2 | AUG 1 | SEP 4  |
| <b>PC Refunds must be received by 10:00 A.M. to be processed.</b> |       |       |        |
| Cancellations & Rewrites ready                                    | JUL 9 | AUG 7 | SEP 10 |

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|  |          |          |          |
|--|----------|----------|----------|
| <b>Direct Deposit Auth. by 1:00 P.M.</b> | 6/11-7/3 | 7/11-8/3 | 8/13-9/4 |
|--|----------|----------|----------|

**MID-MONTH PAYROLLS**

|   |            |            |            |
|---|------------|------------|------------|
| *Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M. | <b>JUL</b> | <b>AUG</b> | <b>SEP</b> |
|   | JUN 21     | JUL 25     | AUG 23     |
| Information to Salary Control   | JUN 29     | AUG 2      | AUG 31     |
| Mid-Month Payrolls  | 6/28-7/6   | 7/30-8/8   | 8/30-9/7   |
|   | <b>JUL</b> | <b>AUG</b> | <b>SEP</b> |
| Pick up Mid-Month: Control Reports  | 5          | 7          | 6          |
| Payroll Registers   | 12         | 14         | 13         |
| Checks  | 13         | 15         | 14         |
| Mid-Month Cancellations & Rewrites  | 16         | 16         | 17         |
| <b>PC Refunds must be received by 10:00 A.M. to be processed.</b>                                   |            |            |            |
| Cancellations & Rewrites Ready  | 20         | 22         | 21         |

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**MONTHLY AND PREMIUM PAYROLLS**

|   |            |            |            |
|---|------------|------------|------------|
| *Documents to be submitted with this payroll should reach state Personnel for approval by 9:30 A.M. | <b>JUL</b> | <b>AUG</b> | <b>SEP</b> |
|   | JUL 6      | AUG 8      | SEP 5      |
| Information to salary control   | JUL 16     | AUG 16     | SEP 13     |
| Monthly Payrolls  | 7/3-7/20   | 8/2-8/22   | 9/5-9/19   |
| <b>TELEPHONE STOP ORDERS BY 1:00 P.M.</b>   | JUL 25     | AUG 27     | SEP 24     |
|   | <b>JUL</b> | <b>AUG</b> | <b>SEP</b> |
| Pick up Monthly: Control Reports  | 19         | 21         | 18         |
| Payroll Registers   | 30         | 30         | 27         |
| Checks  | 31         | 31         | 28         |
| Monthly Payroll Transmittal picked up   | AUG 2      | SEP 5      | OCT 2      |

\*This does not apply to Forms PD-105 which accompany forms PD-118. Refer to pages 2-6 in the OSP Manual which states that forms PD-118 should be submitted 30 days prior to the proposed effective date to allow adequate time for study and processing.



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|  |  |
|--|--|
| Admin. Rues Review Commission - 035    | Cosmetic Art, Board of - 016           |
| Auctioneer Lic. Board - 045            | NC Housing Finance Agency - 022        |
| Barber Examiners, Board of - 010       | Optitians, Board. of - 068             |
| Comprehensive Major Medical Plan - 026 | Practicing Psychologist Board of - 066 |

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**PERMANENT MONTHLY AND PREMIUM PAYROLLS**

|   |                  |                  |                  |
|---|------------------|------------------|------------------|
| *Documents to be submitted with this<br>payroll should reach State Personnel<br>for approval by 9:30 A.M. | <b>JUL</b>       | <b>AUG</b>       | <b>SEP</b>       |
|   | JUN 26           | JUL 30           | AUG 24           |
| Information to Salary Control   | JUL 3            | AUG 6            | AUG 31           |
| Information in Payroll Section by<br>9:30 A.M.  | <b>JUL</b><br>11 | <b>AUG</b><br>13 | <b>SEP</b><br>10 |
| Payroll register picked up  | 30               | 30               | 27               |
| Pick up checks and distribute   | 31               | 31               | 28               |
| Payroll Transmittal picked up   | <b>AUG</b><br>2  | <b>SEP</b><br>5  | <b>OCT</b><br>2  |

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**MONTHLY SUPPLEMENTAL AND TEMPORARY PAYROLLS**

|   |                 |                 |                 |
|---|-----------------|-----------------|-----------------|
| *Documents to be submitted with this<br>payroll should reach State Personnel<br>for approval by 9:30 A.M. | <b>JUL</b>      | <b>AUG</b>      | <b>SEP</b>      |
|   | JUN 19          | JUL 19          | AUG 21          |
| Information to Salary Control   | JUN 26          | JUL 26          | AUG 28          |
| Supplemental and Temporary information<br>in Payroll Section by 9:30 A.M.                                 | <b>JUL</b><br>3 | <b>AUG</b><br>2 | <b>SEP</b><br>5 |
| Payroll register picked up  | 12              | 14              | 13              |
| Pick up checks and distribute   | 13              | 15              | 14              |

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**SEMI-MONTHLY PAYROLLS**

**FIRST HALF OF MONTH**

|  |            |            |            |
|--|------------|------------|------------|
| *Documents to be submitted with this payroll should reach State Personnel by 9:30 A.M. | <b>JUL</b> | <b>AUG</b> | <b>SEP</b> |
|  | JUN 19     | JUL 19     | AUG 21     |
| Information to Salary Control  | JUN 26     | JUL 26     | AUG 28     |
| Information in Payroll Section by 9:30 A.M.  | <b>JUL</b> | <b>AUG</b> | <b>SEP</b> |
|  | 3          | 2          | 5          |
| Payroll register picked up   | 12         | 14         | 13         |
| Pick up checks and distribute  | 13         | 15         | 14         |

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**SECOND HALF OF MONTH**

|   |            |            |            |
|---|------------|------------|------------|
| *Documents to be submitted with this payroll should reach State Personnel for approval by 9:30 A.M. | <b>JUL</b> | <b>AUG</b> | <b>SEP</b> |
|   | JUN 29     | AUG 2      | AUG 31     |
| Information to Salary Control   | JUL 9      | AUG 9      | SEP 10     |
| Information in Payroll Section by 9:30 A.M.   | <b>JUL</b> | <b>AUG</b> | <b>SEP</b> |
|   | 16         | 16         | 17         |
| Payroll registers picked up   | 28         | 30         | 27         |
| Pick up checks and distribute   | 31         | 31         | 28         |

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**CANCELLATION AND REWRITES**

|   | JUL | JUL | AUG | AUG | SEP | SEP |
|---|-----|-----|-----|-----|-----|-----|
| Information in Payroll Section<br>by 12:00 Noon | 2   | 16  | 1   | 16  | 4   | 17  |
| Payroll Ready by 8:30 A.M.                      | 9   | 20  | 7   | 22  | 10  | 21  |

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